



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

October 10, 2008

IOWA BULLETIN NO. IA110-9-1

SUBJECT: ADM – 62nd ANNUAL CONFERENCE OF SOIL AND WATER CONSERVATION
DISTRICT COMMISSIONERS

ACTION REQUIRED BY: OCTOBER 24, 2008

PURPOSE. To authorize attendance at the 2008 Annual Conference.

EXPIRATION DATE. September 30, 2010

The 62nd Annual Conference of the Soil and Water Conservation District Commissioners will be held November 18-20, 2008, at the Hotel at Gateway Center in Ames. The hotel is located at 2100 Green Hills Drive. The Conservation Districts of Iowa (CDI) mailed the agenda and pre-registration information to all districts. Assistant state conservationists for field operations (ASTC-FOs) are expected to attend. I am authorizing those district conservationists having at least two elected commissioners attending the conference for attendance. Assistant commissioners do not count toward the number required.

Please advise your ASTC-FO whether or not you will have two commissioners attending and whether you will be attending the Annual Conference. **The ASTC-FO should submit Form SCS-FNM-35 to Kim Broders identifying the district conservationists meeting the criteria by October 24, 2008.**

Each individual should make their own arrangements for lodging and meal functions. **The State Office will pay the registration fee.** Be advised that the Hotel at Gateway Center lodging cost is \$79 which is above the allowable lodging costs. You will not be reimbursed for the higher cost if you choose to stay at the Hotel Gateway Center in Ames. The allowable expense for lodging costs is \$70 per night, plus a \$39 M&IE rate for meals and incidental expenses. **Those attending must submit the registration form to the CDI no later than October 31, 2008.**

All NRCS personnel attending are expected to attend all sessions and be professional in appearance and actions.

A handwritten signature in blue ink that reads "Richard Sims, acting".

Richard Sims
State Conservationist

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